

Contract Management System


Viewing Contract Schedule Information and Checking Contract Status

In the Contract Management System (CMS), schedule information provides details about a contract. It shows the number of days assigned to each review stage, the status, a completion date, and the name of the individual processing each stage.

Note: Your "CMS Inbox" displays only the current review stage and the number of days remaining for that task. To see a detailed overview of your contract schedule and status, follow the instructions below.

Viewing the Contract Schedule from the CMS Inbox

Contractors will only be able to view the contract status using this method when the contract is with the contractor for development or signature.

STEP	DISPLAY
1. Log into CMS with the correct role. a. If your contract is being developed, use the CONUSER Role. b. If your contract is ready to be signed, use the CONSIG Role.	
2. Select "Inbox" from the main menu.	



3. From the "CMS Inbox", select "CTRCT" from the "Task" column.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
ADVANCE	TESTQA1	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	TESTQA1	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	ADVTES1	Administrative Services	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	ADVTES1	Administrative Services	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	C028264	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
AMEND	C028220	Administrative Services	Package To Contractor For Dev.	Management, Quality [CONUSER]	Pending	-666
CTRCT	T012029	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0
CTRCT	T012028	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0

4. On the "Contract Review Module" screen, locate the "Schedule" banner and select "Show" to display the details of the task schedule.

Contract Review Module

Contract Properties

Contract# T012028
Contractor WOODCHUCK LODGE
Period Begin 07/01/2019
Amendment Type Original
Contract Amount \$10,000.00

Period End 07/31/2020
Reviewer Stage With Contractor
Local Match % 10

Schedule

show hide

Interactive Documents

Documents	Action
AASP Part B Site 1 - June 2013	Insert Details
AASP Part B Site 2 - June 2013	Insert Details
2018 Empire SubBudget Test	Insert Details
APPENDIX B MULTI YEAR COVER	Insert Details

Downloadable Documents

[Documents Download](#)

Contract

[View Contract](#)

Budget

[Enter Budget Details](#)

BUDGET INFORMATION NEEDS TO BE ENTERED

Uploaded Documents

Document Name	Date Uploaded	Status	Last Updated	View
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Correspondence

[Complete](#)

Note: Selecting "Hide" will remove the schedule from view.



Viewing the Contract Status When in Any Stage

In addition to viewing the contract from the "CMS Inbox" as detailed above, the method described below will allow you to view the current status of the contract including the review stage.

STEP	DISPLAY																																																																													
1. Log into CMS (choosing any user role).																																																																														
2. Select "List" from the main menu under the "Contracts" section.	<div><div>Management, Quality [CONUSER] Logout</div><div>Home</div><div>Inbox</div><div>Contractor</div><div>Details</div><div>Log Screen</div><div>Claim</div><div>Budget Modification</div><div>Program Reports</div><div>Contracts</div><div>List</div><div>Correspondence</div><div>Search</div></div>																																																																													
3. The "Contract List" screen will display all contracts for your organization.																																																																														
Select the "Contract #" to navigate to the "Contract Details" screen.	<div><div>Contract List</div><div><div>Search Criteria</div><div>Contract Number<input type="text"/></div><div>Status<input type="text"/></div><div>Search</div></div><div><div>Contracts</div><table><tr><th>Contract #</th><th>Award #</th><th>Project Name</th><th>Amount</th><th>Term Amount</th><th>Contract Term</th><th>Status</th></tr><tr><td>T011998</td><td></td><td></td><td>\$5,000.00</td><td>\$5,000.00</td><td>10/01/2018 - 09/30/2023</td><td>In Process</td></tr><tr><td>C028229</td><td></td><td></td><td>\$100,000.00</td><td>\$100,000.00</td><td>09/06/2019 - 09/06/2020</td><td>Approved</td></tr><tr><td>C028227</td><td></td><td>SSQA</td><td>\$500,000.00</td><td>\$500,000.00</td><td>01/22/2019 - 01/22/2020</td><td>Approved</td></tr><tr><td>T012003</td><td></td><td></td><td>\$2,500.00</td><td>\$2,500.00</td><td>07/01/2019 - 07/31/2025</td><td>Approved</td></tr><tr><td>C028250</td><td></td><td></td><td>\$31,000.00</td><td>\$51,000.00</td><td>10/01/2018 - 12/31/2024</td><td>Approved</td></tr><tr><td>T011994</td><td></td><td></td><td>\$2,000.00</td><td>\$2,000.00</td><td>07/01/2019 - 07/31/2025</td><td>Approved</td></tr><tr><td>C028220</td><td>SFSDA01</td><td></td><td>\$10,000.00</td><td>\$10,000.00</td><td>01/01/2017 - 12/31/2017</td><td>Approved</td></tr><tr><td>C028221</td><td></td><td></td><td>\$700,000.00</td><td>\$700,000.00</td><td>08/15/2018 - 12/15/2018</td><td>In Process</td></tr><tr><td>T011995</td><td></td><td></td><td>\$3,000.00</td><td>\$3,000.00</td><td>07/01/2019 - 07/31/2025</td><td>Approved</td></tr><tr><td>C028265</td><td></td><td></td><td>\$10,000.00</td><td>\$10,000.00</td><td>10/01/2019 - 10/01/2025</td><td>In Process</td></tr></table></div></div>	Contract #	Award #	Project Name	Amount	Term Amount	Contract Term	Status	T011998			\$5,000.00	\$5,000.00	10/01/2018 - 09/30/2023	In Process	C028229			\$100,000.00	\$100,000.00	09/06/2019 - 09/06/2020	Approved	C028227		SSQA	\$500,000.00	\$500,000.00	01/22/2019 - 01/22/2020	Approved	T012003			\$2,500.00	\$2,500.00	07/01/2019 - 07/31/2025	Approved	C028250			\$31,000.00	\$51,000.00	10/01/2018 - 12/31/2024	Approved	T011994			\$2,000.00	\$2,000.00	07/01/2019 - 07/31/2025	Approved	C028220	SFSDA01		\$10,000.00	\$10,000.00	01/01/2017 - 12/31/2017	Approved	C028221			\$700,000.00	\$700,000.00	08/15/2018 - 12/15/2018	In Process	T011995			\$3,000.00	\$3,000.00	07/01/2019 - 07/31/2025	Approved	C028265			\$10,000.00	\$10,000.00	10/01/2019 - 10/01/2025	In Process
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Date created: 09/06/22

Printed copies are for reference only. Please refer to the electronic copy for the current version.



4. On the "Contract Details" screen, locate the "Schedule" banner and select "Show" to display the details of the schedule, including Contractor stages.

Note: Selecting "Hide" will remove the schedule from view.

Contract Details

Contract Documents Budget

Contract General Information

Contract #	C028265	Status	In Process
Contractor Name	WOODCHUCK LODGE	Award #	
Project Name		Term To	10/01/2025
Term From	10/01/2019		

Contract Periods

10/01/2019 - 10/19/2025

Schedule

Review Stage	Start Date	End Date	Scheduled Days	Actual Days	Review Status
Initial Award	10/23/19	01/20/23	0	1185	Complete
With Contractor	01/20/23	01/20/23	20	0	Complete
Program Review	01/20/23	01/20/23	10	0	Complete
Internal Review	01/20/23	01/20/23	10	0	Complete
Internal Review BCM	01/20/23	01/20/23	10	0	Complete
Package To Contractor For Signature	01/20/23	01/20/23	10	0	Complete
BCM Review Of Signed Contract	01/20/23		10	25	Pending
OCFS Signature & Processing			10	0	
OSC			10	0	

Amendments

Select	Amendment Type	Status
Details	Initial	In Process



There are a scheduled number of days next to each Contractor stage. Complete within the assigned number of days so that your contract is completed in a timely manner.